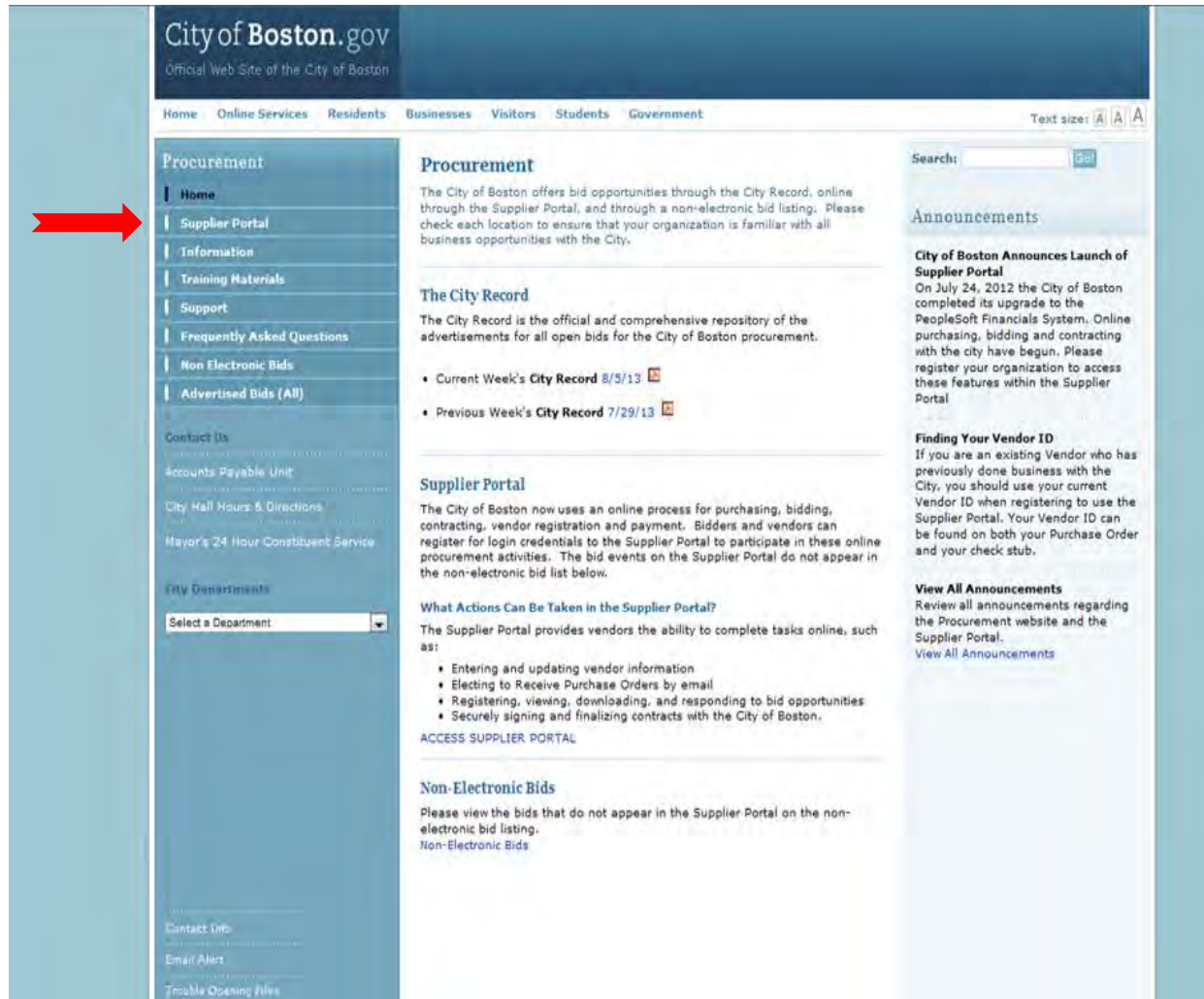# Signing and Uploading a City of Boston Contract

1. Open a browser and type in www.cityofboston.gov/procurement

2. Once you get to the City of Boston Procurement page click on the 'Supplier Portal' tab on the
   left hand side of the page

3. Enter your User Id and Password. Remember that these are *case-sensitive* so you'll want to be sure to enter them correctly.

4. Once you've logged in, the 'Home' page should look like the example below. Please navigate from Main Menu > Manage Contracts > Maintain Contract Documents.

5. When you get to the Maintain Contract Documents page be sure to clear out any search criteria that may be in there. **All the search fields must be blank**. Make sure the 'Pending Approval Signatures' box is checked.

6. Click the 'Search' button and the contract that needs to be signed should appear.

7. Click on the Contract Document ID to open the Document Management page. Click on the 'Open Main Document for Signing' button.

   a. *If your computer has a pop-up blocker enabled it may block the download of the document. When this happens you will need to click on the pop-up blocker message at the top of your screen and choose 'Allow Download'- you may be brought back to the search screen in step #5. If so, you will need to repeat steps 5 & 6.*

8. The contract will open in Adobe Reader.

   a. *If your PC does not have Adobe reader software, a FREE version can be downloaded from* http://get.adobe.com/reader/

9. You will now click the <u>middle signature box</u> (Vendor/Contractor) to apply your signature.

   a. *If this is your first time using Adobe Reader you will need to setup your Digital ID. This is a one-time setup that should be done at the time of signing your first contract on the Supplier Portal (Detailed steps and screenshots included below). If you already have your Digital ID setup, please skip to step 15.*

10. After clicking in the signature box on the document, you will see the 'Add Digital ID' message box if you do not already have a digital ID set up. Begin configuration of your new digital ID by selecting that you want to create a new ID and click 'Next".
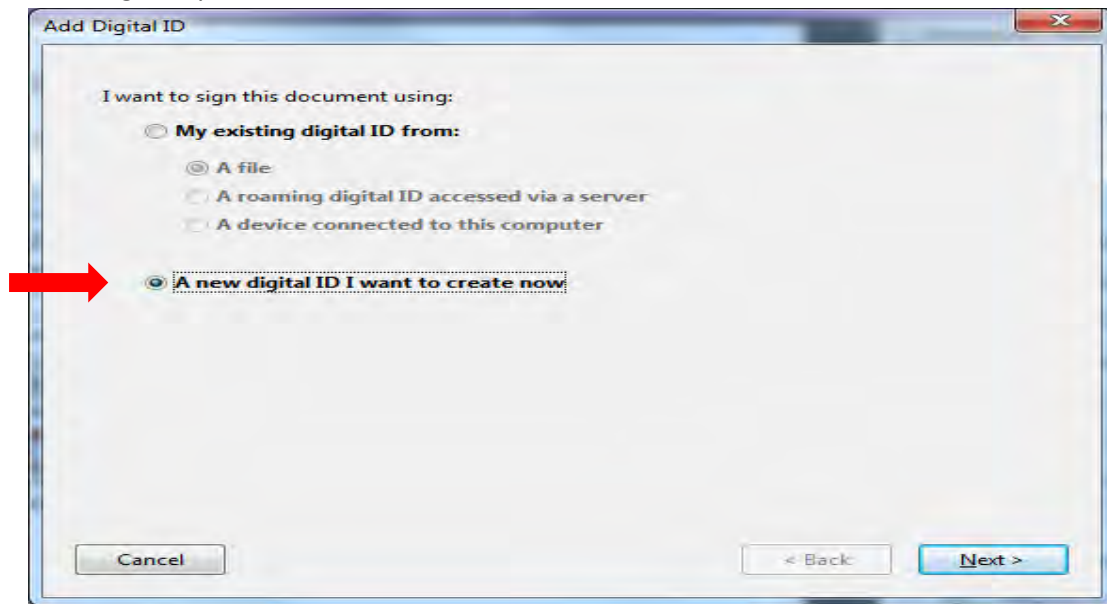
11. Select 'New PKCS#12 digital ID file'. Then click 'Next'.
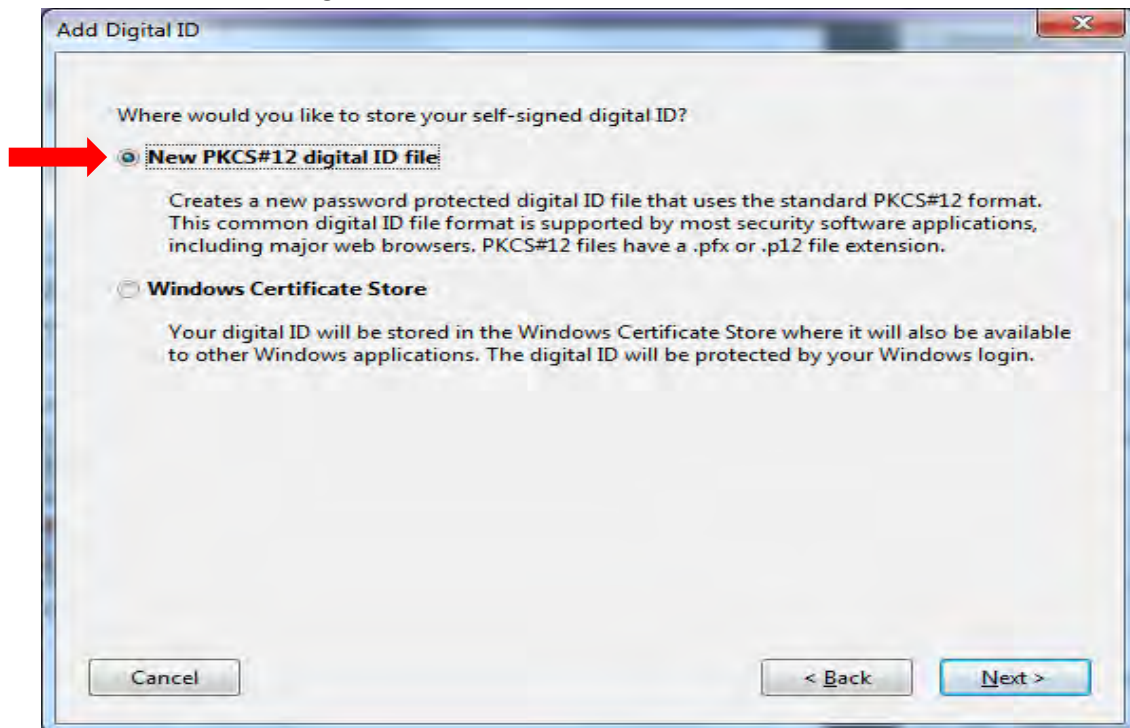
12. Add details about yourself and your organization. You can leave the 'Organizational Unit' field blank. Click 'Next'.

13. Create a password for your digital ID. Enter your desired password in both the 'Password' field and the 'Confirm Password' field and click 'Finish'.

14. The 'Sign Document' box will appear and you will need to enter the Adobe digital signature password that you just created in step 13 and click the 'Sign' button on the 'Sign Document' box.

15. After clicking 'Sign' Adobe will automatically have you save the signed version of your document for uploading to the system. Please make note of *where* you save the document as you will need to upload it to the Supplier Portal in the next step.

16. The electronic signature now appears on the Contract document. You can now minimize or close the document.

17. Once the signed document has been saved to your computer, you then need to go back to the Supplier Portal and click the 'Upload Signed Document' button on the Document Management page.
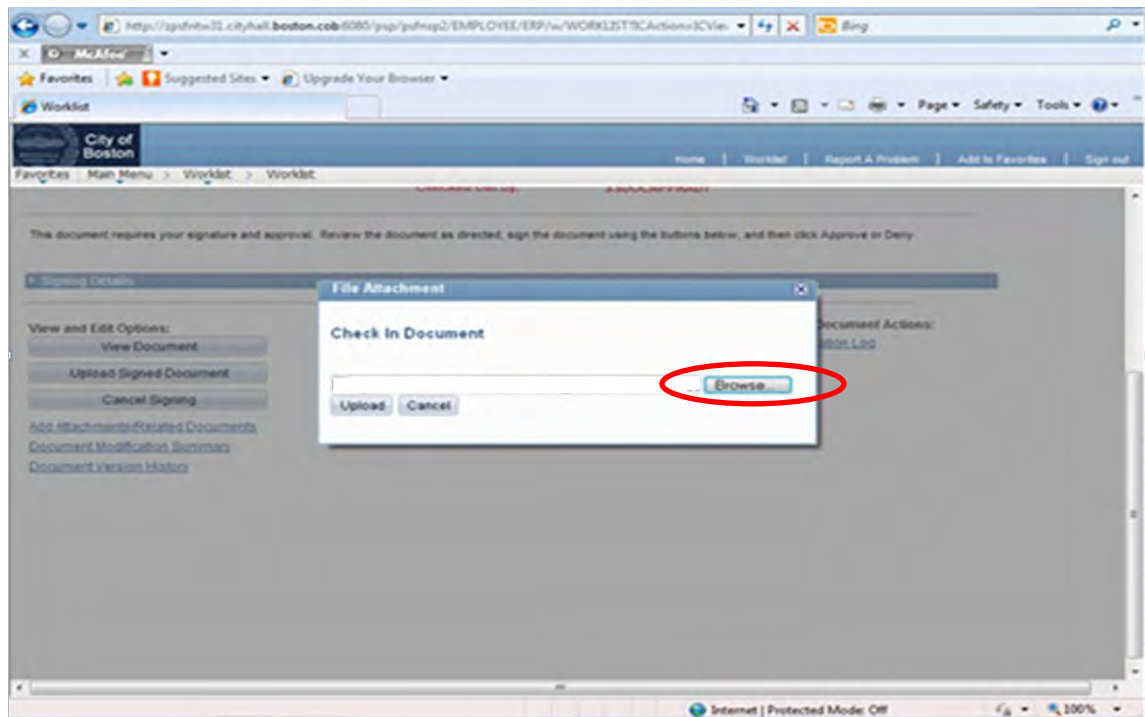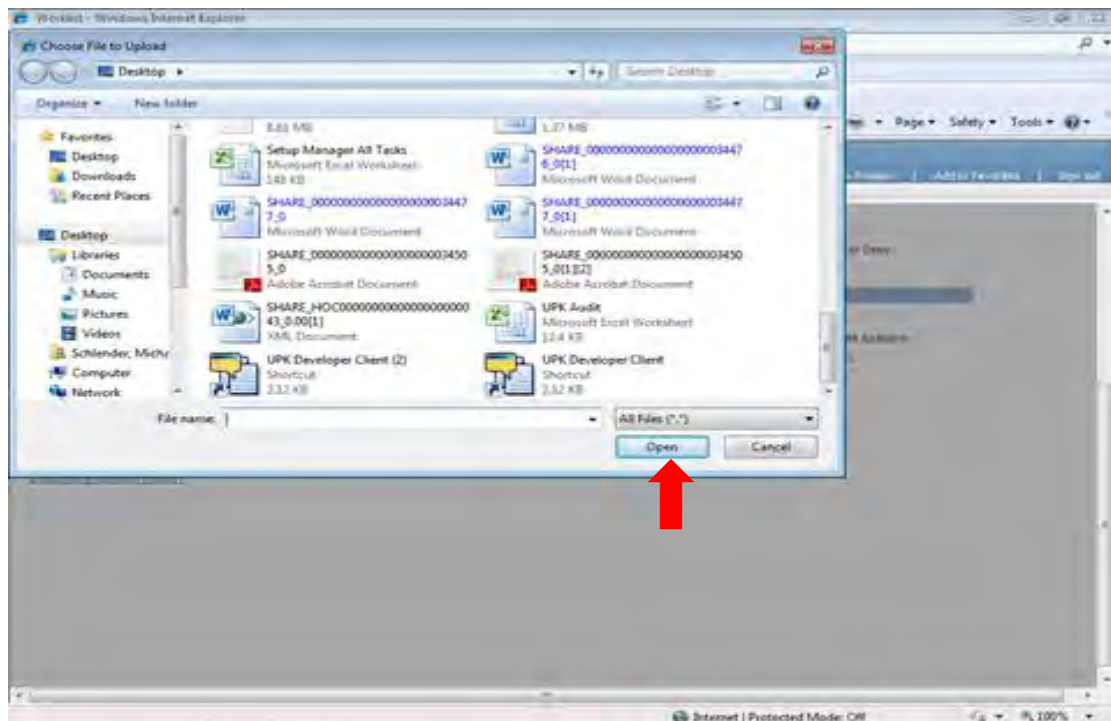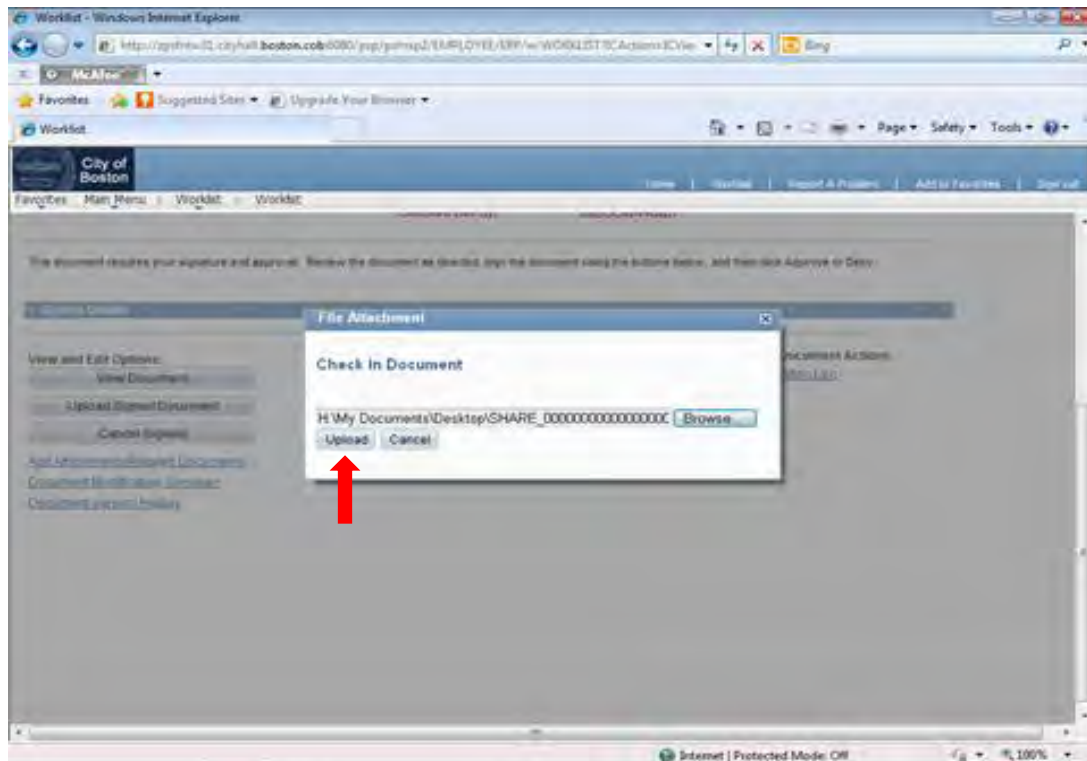
18. You now need to 'Browse' your PC and locate the signed document file you saved in Step #14.

19. Locate and click on the signed contract document that you just saved. Click Open.

20. Once you select the correct file simply click 'Upload'. This will save your signed document into the system.

21. Once the upload is complete you will be brought back to the Document Search page.

22. The process is complete!

If you need assistance completing the electronic signature and uploading the signed Contract please feel free to contact the Vendor Support Desk by calling 617-961-1058 or e-mailing Paul.McCormack@cityofboston.gov

Thank you,

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